

## **Elections Management Portal (EMP) for non-QVF users**



Michigan Department of State  
Bureau of Elections

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This manual is for non-QVF users who are required to use the Elections Management Portal (EMP) to track absentee ballot activity. The Elections Management Portal also allows the look-up of registered voters throughout the State, the ability to generate a ballot for military and overseas voters, and provides for the download of the Electronic Pollbook software and upload of the EPB Voter History file. This manual may be found on the Bureau of Elections website at [www.michigan.gov/elections](http://www.michigan.gov/elections) - [Information for Election Administrators](#).

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# Introduction to the Elections Management Portal

The Elections Management Portal (formerly known as state-wide look-up) was modified in August of 2012 to give jurisdictions unable to access the Qualified Voter File (QVF) or QVF Lite the ability to track absentee ballot activity. This modification was in response to the federal Military and Overseas Voters (MOVE) Act and the requirement that all military and overseas voters be allowed to check their absent voter status through a free access system. Using the Michigan Voter Information Center (MVIC – [www.michigan.gov/vote](http://www.michigan.gov/vote)) all voters may track the status of their absent voter ballot as long as local jurisdictions have entered that information into the QVF, QVF Lite, or the Elections Management Portal (EMP). As of August 15, 2012, local jurisdictions are required by PA 270 of 2012 to enter absent voter application and ballot activity for all absent voters into one of these sources.

## Key Points

- ☆ *Ability to Search for Voters Registered within the Jurisdiction as well as State Wide*  
The EMP allows for use of the internet to search the QVF database to locate any registered voter within the State.
- ☆ *Ability to Track Military and Overseas Status*  
Military and overseas voters require extra identification. The EMP allows the recording of the data required to be reported for military and overseas voters by the Election Assistance Commission (EAC).
- ☆ *Ability to Generate a Ballot for a Military or Overseas Voter*  
Military and overseas voters must be sent some form of ballot 45 days prior to an election if requested more than 45 days prior to an election. The EMP can be used to generate an emailable ballot to send military and overseas voters who have requested their ballot via email. **In addition, the EMP ballot may be printed to fax or postal mail a ballot when precinct ballots are not available in time.**
- ☆ *Ability to Track All Absent Voter Activity for Each Election*  
Jurisdictions without QVF or QVF Lite access are now required by law to enter absent voter activity into the QVF database. The EMP allows jurisdictions without QVF or QVF Lite to use the internet to comply with this requirement.
- ☆ *Ability to Run Various QVF AV Reports*  
As in QVF, the EMP allows a jurisdiction to print absentee ballot reports to show the information entered into the ballot tracking application.
- ☆ *Ability to Import and Export the Electronic Pollbook Software – **\*New\*** functionality added in July 2013*  
Jurisdictions without QVF or QVF Lite access may use the EMP to download the Electronic Pollbook software for use on Election Day. In addition, those same users may upload the EPB Voter History file directly into the EMP.
- ☆ *Ability to View the QVF Street Index*  
Jurisdictions may view the QVF street index for the entire state in the EMP.

## Important Considerations

Use of QVF, QVF Lite, or EMP to track all absentee ballot activity is now **required by State law**. The EMP is being provided to jurisdictions without QVF or QVF Lite to enable compliance with this law. In addition, military and overseas voters must be properly tracked by federal law.

The EMP ballot is generated by the QVF E-Wizard. The E-Wizard is where all candidate and proposal information is entered into QVF for the EMP to create a usable ballot in the event ballots are not available by the MOVE Act absentee ballot issuance deadline. If errors are found, contact your County Clerk immediately. And always remember that the **EMP ballot should be used when regular ballots are not available** 45 days prior to the election.

More information on military and overseas voters and the MOVE Act can be found in the [Military and Overseas Voters Manual](#).

## Logging into the System

Using your internet browser go to <https://webapps.sos.state.mi.us/QVF> and log into the Elections Management Portal (EMP). If you do not have a user name and/or password or your account has become inactive, contact the QVF Help Desk at 1-800-310-5697 for assistance. If you have entered your username and/or password incorrectly five times in succession, the EMP will lock your username's access for thirty minutes.



### To login to the EMP:

1. Enter the url into the browser
2. Enter the Username and Password
3. Click Login or press Enter

**Hint:** Bookmark this webpage for future access.

## Searching for Voters

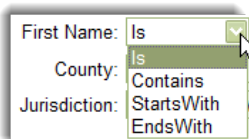
The EMP allows a jurisdiction access to the State of Michigan voter registration database (QVF). Portions of all registered voters records may be viewed. This can be a helpful tool for various voter registration functions as well as assisting voters in finding where they are registered to vote when they are not found in your jurisdiction. In addition, the EMP gives access to a jurisdiction without QVF or QVF Lite to their voter database.

### To look up the voter:

1. Select Status Criteria
2. Enter Search Criteria
3. Click Search
4. Click the arrow to the left of the voter's name to expand the selection or click the correct voter's name to display all information



**Important Note:** When searching, use the drop down (shown below) to limit or expand search options.



Full Name	DLN	DOB	Status	Perm AV
MCQVF, GARY OWEN	M35788899444	11/08/1942	V	
MCQVF, GAVIN REED	M77777777777	06/20/1982	A	
MCQVF, GEORGE DAVID	M456789123012	04/01/1934	A	

## Voter Information

Selection of the voter brings up a variety of information regarding the voter's registration and status.

### Review the screen:

- Voter Status
- Voter information
- UOCAVA Status – if the voter is a military or overseas voter that status will be listed
- Clerk Information
- Permanent Polling Location Information
- Upcoming Election – the next election the voter is eligible for will be listed including an alternate polling location in the event of consolidations or temporary changes
- District Information

**Elections Management Portal** Welcome, VANDERROESTV | Cloned as: FVSULKANENE09460  
Exit Cloning  
Inbox: 161 | My Profile | Sign Out

**a** Voter Status: **Active**

**b** Edit Signature Dymo Label MOVE Ballot

Voter ID: 4001209416 DLN: M456789123012  
Full Name: GEORGE DAVID MCQVF DOB: 4/1/1934  
County: ONTONAGON Jurisdiction: BOHEMIA TOWNSHIP  
Registered Date: 12/9/2002 MVIP: N  
ID Confirmed: Y Gender: M  
Address: 1700 STATE HIGHWAY M38 MASS CITY MI 49948  
Mailing Address:  
Email: Permanent AV: ☐

**c** UOCAVA Status  
☒ None ☐ Military ☐ Overseas Civilian ☐ Overseas (Legacy)

Clerk, Polling Location and Election Information AV Information

**d** Clerk Information  
Name: ELSIE SULKANEN  
Title: CLERK  
Address: 572 ROUSSEAU RD  
MASS CITY, MI 49948-9738  
Phone:  
Fax:  
Email:  
MERIT Email: bohemia-tw@miqvf.org

**e** Permanent Polling Location  
Location: ROUSSEAU TOWN HALL  
Address: 572 ROUSSEAU RD  
MASS CITY MI 49948  
Contact Person: ELSIE SULKANEN  
Title: CLERK  
Phone: 906-883-3466  
Fax:  
Name: BOHEMIA TOWNSHIP

**f** Upcoming Election Information  
Description: OCTOBER TEST GENERAL  
Date: 10/31/2013  
Polling Location: ROUSSEAU TOWN HALL  
Address: 572 ROUSSEAU RD  
MASS CITY MI 49948  
Precinct: 00001  
Contact Person: ELSIE SULKANEN  
Title: CLERK  
Phone: 906-883-3466  
Fax:

**g** District Information  
County: ONTONAGON  
Jurisdiction: BOHEMIA TOWNSHIP  
Ward:  
Precinct: 1  
Village:  
County Commissioner: 2nd District  
State House District: 110th District  
State Senate District: 38th District  
US Congress District: 1st District  
School District: ONTONAGON AREA SCHOOLS  
Intermediate School: GOGEBIC-ONTONAGON ISD  
Community College:  
Library District:  
Court of Appeals: COURT OF APPEALS DISTRICT 4  
Circuit Court: 32ND CIRCUIT COURT  
Probate Court: ONTONAGON COUNTY PROBATE COURT  
Probate District Court:  
District Court: 98TH DISTRICT COURT  
Municipal Court:  
Municipal District:

## Editing Information in the EMP

Voter registration information must still be entered into QVF or QVF Lite. A jurisdiction without QVF or QVF Lite will still need to work with the County Clerk to enter and edit voter registration information. However, the EMP does allow a jurisdiction to edit information that pertains to military and overseas voters (UOCAVA) as well as add voters to a permanent absent voter list.

### To Edit:

1. Click Edit
2. Enter Email address or check the Permanent AV box depending on the action being taken
3. Select the UOCAVA status (if necessary)
4. Click Save

Voter ID: 4001209416  
 Full Name: GEORGE DAVID MCQVF  
 County: ONTONAGON  
 Registered Date: 12/9/2002  
 ID Confirmed: Y  
 Address: 1700 STATE HIGHWAY M38 MASS CITY MI 49948  
 Mailing Address:  
 Email:  Permanent AV: ☐  
 UOCAVA Status:  
☐ None ☒ Military ☐ Overseas Civilian ☐ Overseas (Legacy)

## Other Options – Signature and Dymo Label

The EMP will display the voter's signature for use when comparing absent voter application and ballot signatures, petition signatures or simply for comparison with a new voter registration form.

### To Display a Voter's Signature:

1. Click Signature
2. View the Signature that pops up
3. Click the X in the upper right hand corner to close the window

### To Print an Address Label with a Dymo Label Printer:

Click the Dymo Label button (seen below):



If using, Internet Explorer 10, turn off ActiveX Filtering by selecting Tools – ActiveX Filtering.

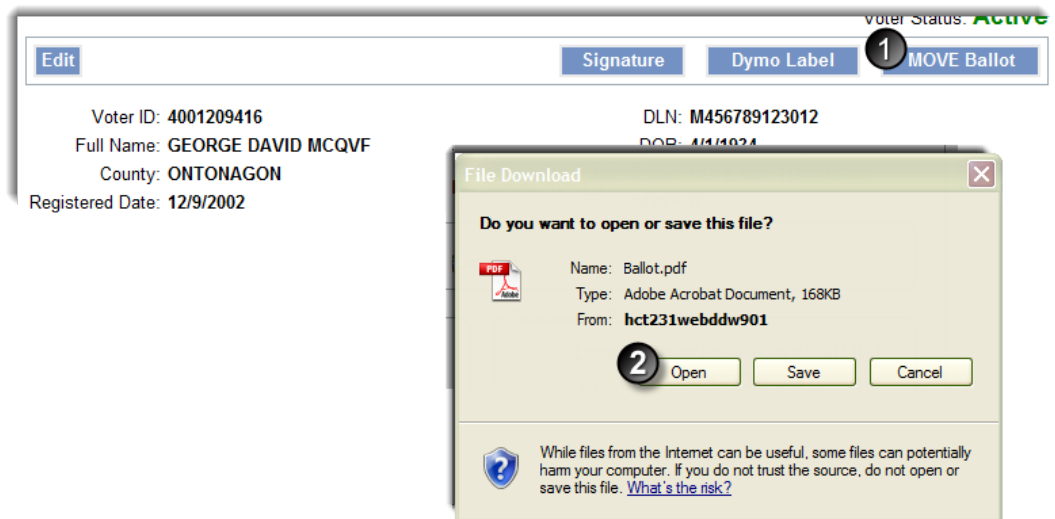
Voter's Signature

## Generating a Ballot for a Military or Overseas Voter

For full instructions on Military and Overseas Voter ballot issuance, refer to the [Military and Overseas Voters Manual](#).

### To create the EMP ballot:

1. In the voter's information screen, click MOVE Ballot
2. Click Open



### Reviewing the EMP ballot

The ballot, voting instructions, and voter signature certificate will be created into a single .pdf file, like the example to the right.

Review the ballot to ensure it is the correct ballot for the voter and the offices listed are correct. If an error is found, contact your County Clerk as they'll need to make the correction in QVF's E-Wizard.

See the next page for detailed instructions on how to print, fax, or email the .pdf ballot.

The screenshot shows a PDF form titled 'MILITARY AND OVERSEAS VOTER BALLOT' for Van Buren County, Michigan. The form is dated Tuesday, August 07, 2012, and is for a State Primary election. It is divided into two main sections: 'PARTISAN' and 'NON-PARTISAN'. The 'PARTISAN' section includes a 'VOTE ONLY ONE PARTY SECTION' with 'Republican Party Section' and 'Democratic Party Section'. The 'NON-PARTISAN' section includes 'CONGRESSIONAL' and 'LEGISLATIVE' sections. The 'CONGRESSIONAL' section includes 'UNITED STATES SENATOR' and 'REPRESENTATIVE IN CONGRESS 8th DISTRICT'. The 'LEGISLATIVE' section includes 'REPRESENTATIVE IN STATE LEGISLATURE 66th DISTRICT'. The 'COUNTY' section includes 'PROSECUTING ATTORNEY', 'SHERIFF', and 'CLERK'. The 'CLERK' section includes 'REGISTER OF DEEDS' and 'DRAIN COMMISSIONER'. Each section lists candidates and their party affiliations, with a 'Vote for not more than 1' instruction. The form is presented in a clear, organized layout with a sidebar on the left for navigation.



## Printing or Faxing the EMP Ballot Request

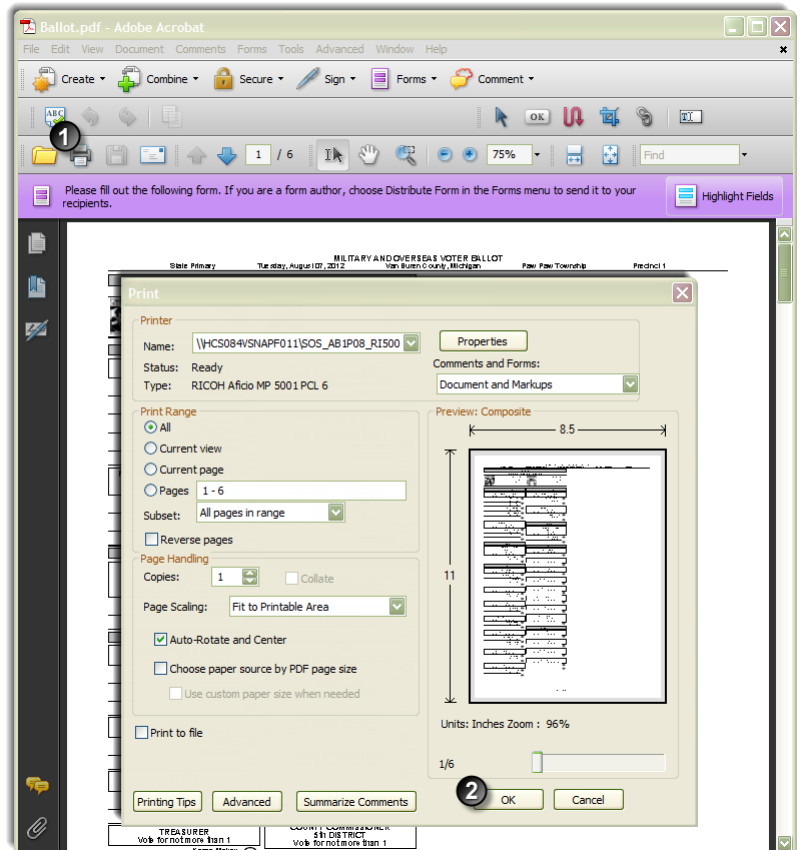
If a military or overseas voter has requested his or her ballot via **postal mail** but physical ballots provided by the County Clerk will not be available prior to the 45 day mailing deadline, simply print the ballot.pdf created in the Elections Management Portal. After following the steps provided on page 7, print the ballot by:

1. Click the Printer button 
2. Click OK

After the ballot has printed, place all six pages into a military/overseas absent voter ballot envelope, including the return military/overseas absent voter ballot envelope and mail to the voter.

If physical ballots are available follow regular absentee ballot issuance procedures.

If the military or overseas voter has requested his or her ballot via **fax**, follow the printing instructions above and fax all six pages to the telephone number provided by the voter. Ensure the ballot was transmitted and retain a copy of the confirmation page.



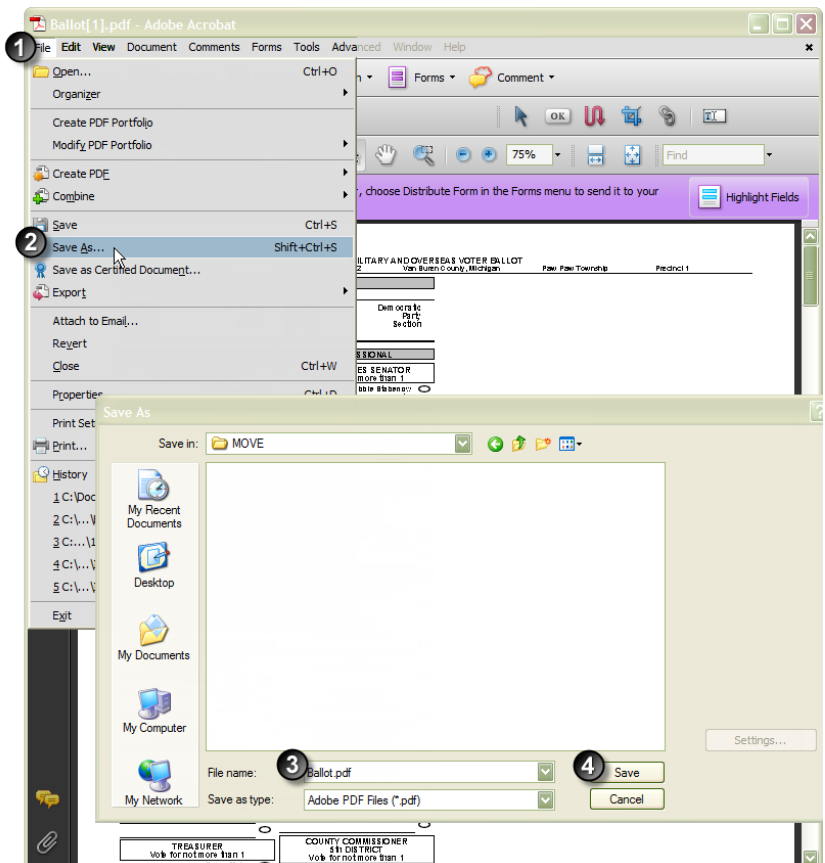
## E-mailing an EMP Ballot Request

If the military or overseas voter has requested their ballot via email, follow the instructions below to prepare and send an electronic ballot to the voter.

### To save the EMP ballot:

1. Click File
2. Click Save As...
3. Select a folder to save the ballot in and name the ballot for easy identification.
4. Click Save

Use MERIT email to email the ballot. Full instructions can be found in the [Military and Overseas Voter Manual for Election Administrators](#).





## AV Information – Ballot Tracker

The EMP allows users the functionality of QVF to assist jurisdictions with issuing and receiving both absentee ballot applications and absent voter ballots. At a minimum, jurisdictions **must** use the AV Information portion of the EMP to enter when absent voters were sent applications, when the Clerk received the application and sent the ballot, and when the Clerk received the absent voter ballot back.

### Sending Absent Voter Applications

The EMP can be used to send voters AV applications and must be used to track which voters were sent an application.

**To track and/or send an absentee ballot application, look up the voter and:**

1. Click the AV Information tab
2. Select the Election Date
3. Click Search
4. Click Send in the AV Applications box
5. Select FPCA (if applicable, see Military and Overseas Voter Manual)
6. Verify Sent date is correct
7. Edit the Send to Address if the voter has requested the application to be sent to an address outside of the jurisdiction
8. Select a UOCAVA Status (if applicable, see Military and Overseas Voter Manual)
9. Click Save or Save and Generate App if printing apps from the EMP

**If print applications, continue by:**

10. Select AV Application Type
11. Click Generate
12. Click Open

The screenshot displays the 'AV Information' tab in the Elections Management Portal. The top section shows voter details for GEORGE DAVID MCQVF, including Voter ID, DLN, DOB, County, Jurisdiction, Registered Date, ID Confirmed, Address, Mailing Address, Email, and Gender. Below this is the 'UOCAVA Status' section with radio buttons for None, Military, Overseas Civilian, and Overseas (Legacy). The 'Search Criteria' section allows selecting an Election Date (11/5/2013 - NOVEMBER CONSOLIDATED) and clicking 'Search'. The 'AV Applications' section has buttons for Send, Receive, Edit, Delete, Print Dymo Label, and Generate Prints. The 'Send AV Application' form is open, showing 'Application Information' (Is FPCA, Sent, Received, App Reason) and 'Send To Address' (Line 1: 1700 STATE HIGHWAY M38, Line 2: MASS CITY MI 49948). The 'UOCAVA Status' is set to None. The 'Generate Prints' dialog is open, showing 'AV Application Type' (Standard, Preprinted, Post Card, BackSide) and a 'Generate' button. A 'File Download' dialog is open at the bottom, asking to open or save the file 'S530028149192\_2012-08-09\_095405.pdf'.

**1** AV Information

**2** Election Date: 11/5/2013 - NOVEMBER CONSOLIDATED

**3** Search

**4** Send

**5** Is FPCA: ☐

**6** Sent: 10/3/2013

**7** Send To Address

**8** UOCAVA Status: ☒ None

**9** Save and Generate App

**10** Standard

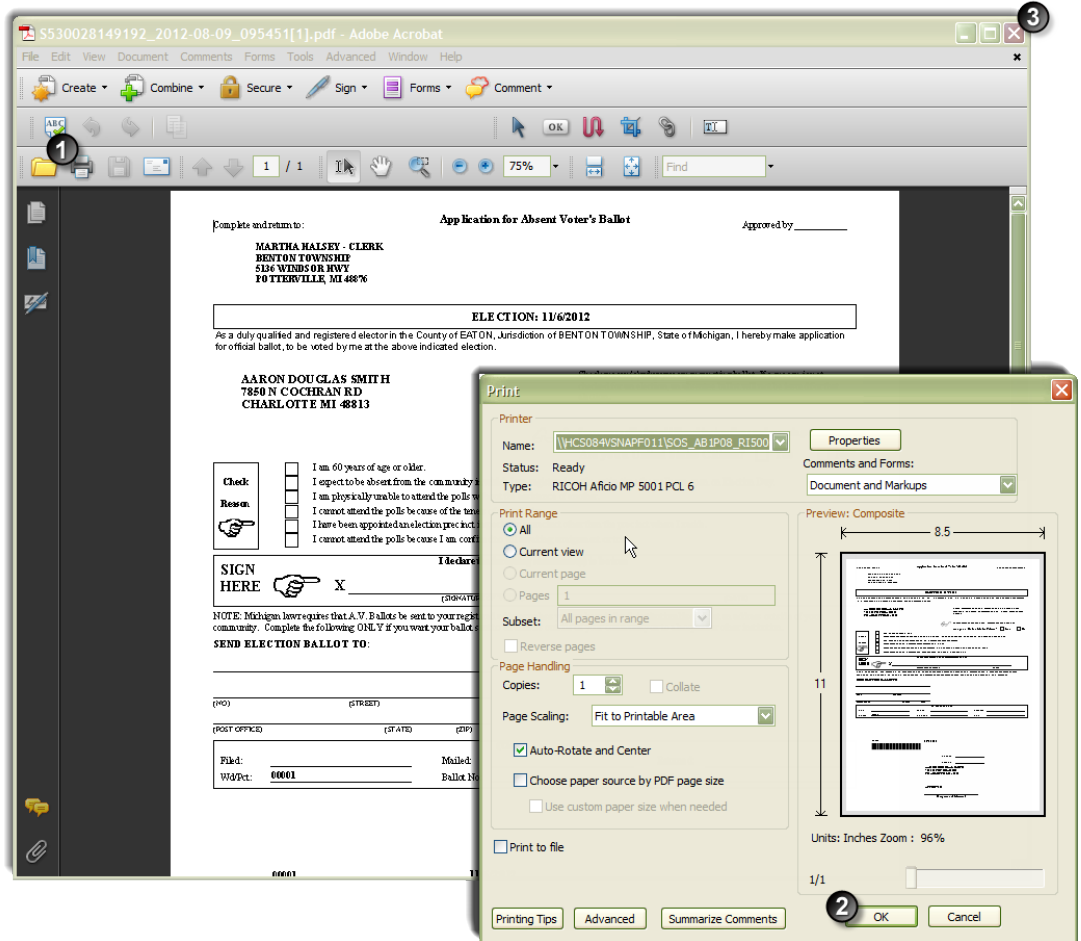
**11** Generate

**12** Open

## Printing the Application

Once the .pdf is open:

1. Click the Printer button
2. Ensure the proper printer is selected and click OK
3. Close the window by clicking on the red X



## Receiving an AV Application and Sending an AV Ballot

Clerk, Polling Location and Election Information **AV Information**

**Search Criteria**

Election Date 1: 11/5/2013 - NOVEMBER CONSOLIDATED

Election Date 2: [Dropdown]

**Search**

**AV Applications**

**Send** **Receive** **Edit** **Delete** **Print Dymo Label** **Generate Prints**

Election Date	Election Description	Sent	Received

**AV Ballots Election 1**

**Send** **Receive** **Edit** **Delete** **Print Dymo Label**

Election Date	Election Description	Sent	Received	Spoiled	Rejected

To receive an absentee ballot application and show issuance of a ballot:

1. Click the AV Information tab
2. Select the Election Date
3. Click Search
4. Click Receive in the AV Applications box

Continue to next page.

### To receive an absentee ballot application:

1. Select "is FPCA" (if applicable)
2. Enter date application was received
3. Select the UOCAVA Status (if applicable)
4. Click Save and Send Ballot

### To send an absentee ballot:

5. Select the Lockout (BallotStyle is the best option when multiple Ballot Styles are used in a precinct)
6. Enter the ballot number\*
7. Enter the date the ballot was sent
8. Select the Sent Format (fax and email only applicable to military and overseas voters)
9. Enter a Send to Address if the voter requested the ballot be sent to an address outside the jurisdiction
10. Click Save

**\*Important Note:** If the EMP ballot is being sent via email, fax, or postal mail, number the Ballot with ET00001, ET00002, etc.

Ensure the recording of the application and ballot. A completed transaction should look similar to the image on the right.

Search Criteria	
Election Date 1:	11/5/2013 - NOVEMBER CONSOLIDATED
Election Date 2:	

Search

AV Applications			
<a href="#">Send</a> <a href="#">Receive</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Print Dymo Label</a> <a href="#">Generate Prints</a>			
Election Date	Election Description	Sent	Received
Nov 05, 2013	NOVEMBER CONSOLIDATED	✓	✓

AV Ballots Election 1					
<a href="#">Send</a> <a href="#">Receive</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Print Dymo Label</a>					
Election Date	Election Description	Sent	Received	Spoiled	Rejected
Nov 05, 2013	NOVEMBER CONSOLIDATED	✓			

## Receiving an Absent Voter Ballot

When the voter has mailed back or returned the absent voter ballot, the Ballot Tracker must be updated to reflect receipt of the ballot.

### To receive an AV ballot:

1. Click Receive
2. Correct the Received date if necessary
3. Click Save

The screenshot shows the 'AV Ballots Election 1' interface. At the top, there are buttons: 'Send', 'Receive' (circled with a '1'), 'Edit', 'Delete', and 'Print Dymo Label'. Below these is a table with columns: 'Election Date', 'Election Description', 'Sent', 'Received', 'Spoiled', and 'Rejected'. The first row shows 'Nov 05, 2013' and 'NOVEMBER CONSOLIDATED'. A modal window titled 'Receive AV Ballot' is open. It contains the following sections:
 

- UOCAVA Status:** Radio buttons for 'None' (selected), 'Military', 'Overseas Civilian', and 'Overseas (Legacy)'.
- Ballot Status:** Checkboxes for 'Spoiled' and 'Rejected'.
- Ballot Information:**
  - Ballot #: 00000005
  - Sent: 10/3/2013
  - Sent Format: Radio buttons for 'In Person', 'Mail' (selected), 'Fax', and 'Email'.
  - FWAB Received: (empty field)
  - Received: 10/7/2013 (circled with a '2')
  - Undeliverable: (checkbox)
- Send To Address:**
  - Line 1: 1700 STATE HIGHWAY M38
  - Line 2: MASS CITY MI 49948
  - Line 3: (empty)
  - Line 4: (empty)
  - Line 5: (empty)

 At the bottom of the modal are 'Save' (circled with a '3') and 'Cancel' buttons.

## Processing Spoiled or Rejected Ballots

### To spoil or reject a ballot:

Under AV Ballots

1. Select the Election Date
2. Click Edit
3. Select Spoiled or Rejected
4. Click Save

If the ballot was Spoiled, follow the instructions on page 11 to issue a new ballot. If the ballot was Rejected, another ballot may not be reissued.

This screenshot is similar to the previous one but highlights the process of marking a ballot as spoiled or rejected. The steps are:
 

1. Select the Election Date (pointing to 'Nov 05, 2013' in the table).
2. Click Edit (pointing to the 'Edit' button).
3. Select Spoiled or Rejected (a red circle highlights the 'Spoiled' and 'Rejected' checkboxes in the 'Ballot Status' section).
4. Click Save (pointing to the 'Save' button at the bottom).

 The rest of the form fields and layout are identical to the previous screenshot.

## Receiving a Federal Write-In Absentee Ballot (FWAB)

If a military or overseas voter submits a Federal Write-In Absentee Ballot (FWAB) the Ballot Tracker must be updated to reflect receipt of the FWAB. For more information on the FWAB, refer to the [Military and Overseas Voter's Manual](#).

### To receive a FWAB:

1. Click Receive
2. Enter the FWAB Received date
3. Click Save
4. Click OK

The screenshot shows the 'AV Ballots Election 1' interface. At the top, there are buttons for 'Send', 'Receive' (marked with a circled 1), 'Edit', and 'Delete'. A 'Print Dymo Label' button is also present. Below these is a table with columns: 'Election Date', 'Election Description', 'Sent', 'Received', 'Spoiled', and 'Rejected'. The first row shows 'Nov 05, 2013' and 'NOVEMBER CONSOLIDATED'.

The 'Receive AV Ballot' dialog box is open. It contains the following sections:

- Election Date:** 11/5/2013 - NOVEMBER CONSOLIDATED
- UOCAVA Status:** Radio buttons for 'None', 'Military' (selected), 'Overseas Civilian', and 'Overseas (Legacy)'.
- Ballot Status:** Checkboxes for 'Spoiled' and 'Rejected'.
- Ballot Information:**
  - Ballot #: 00000007
  - Sent: 10/3/2013
  - Sent Format: Radio buttons for 'In Person', 'Mail', 'Fax', and 'Email' (selected).
  - FWAB Received: 10/07/2013 (marked with a circled 2)
  - Received: [empty field] \* ☐ Undeliverable
- Send To Address:**
  - Line 1: 4710 KEMPPA RD
  - Line 2: TOIVOLA MI 49965
  - Line 3: [empty]
  - Line 4: [empty]
  - Line 5: [empty]

At the bottom of the dialog box are 'Save' (marked with a circled 3) and 'Cancel' buttons.

A 'FWAB Received' confirmation message box is shown in the foreground. It contains a warning icon and the text: 'You are about to record a Federal Write-In Absentee Ballot (FWAB). FWABs may only be counted if the military or overseas voter: 1. applied for and was sent an absentee ballot 2. did not return the official absentee ballot by 8 p.m. election day. A countable FWAB must be duplicated by election or AVCB inspectors on election day.' At the bottom are 'OK' (marked with a circled 4) and 'Cancel' buttons.

## Marking a Ballot as Undeliverable

If a ballot is returned by the post office as Undeliverable mark the Undeliverable box in the Receive screen.

This close-up shows the 'Received:' text followed by an empty input field. To the right of the input field is a checkbox labeled 'Undeliverable'. A mouse cursor is pointing at the checkbox.

## Permanent Absent Voter List

The EMP allows for the printing of applications for all voters placed on the Permanent Absent Voter List.

### To generate the AV List:

1. Select Permanent AV Search
2. Select the Region Type (if necessary)
3. Select Election Date
4. Select the Precinct (if necessary)
5. Click Search

### Printing the Permanent AV Applications List

Applications may be printed in a variety of formats. The EMP system allows a user to print the entire form (Standard), use a vendor form (Preprinted), or use a vendor Post Card form.

### To print the AV applications:

1. Click Send Mass AV Applications
2. Modify the Date Sent (if necessary)
3. Select the AV Application Type
4. Select the Label Type (if necessary)
5. Click Generate
6. Click Open

7. Review the document (labels will be the last pages of the document)
8. Click the Printer button
9. Select the Pages to print
10. Click OK

**Important note:** Once the applications are printed, app sent will be attached to the voter's record. All future applications and/or labels will have to be printed from the voter's record.



## Statistics and Reports

### Ballots Sent and Received

The EMP allows users to create a report for their jurisdiction showing the number of ballots sent and received per precinct.

To generate the Ballots Sent and Received report:

1. Click Statistics and Reports
2. Select the Region Type (if necessary)
3. Select the Election Date
4. Select Ballots Sent and Received
5. Click Generate Report
6. Click Open

The screenshot shows the Elections Management Portal interface. The left sidebar contains a menu with 'Statistics and Reports' highlighted. The main area has several sections: 'Default Region' with 'Region Type' set to 'MY JURISDICTION' and 'Region' set to 'BOHEMIA'; 'Region' with 'Region Type' set to 'MY JURISDICTION' and 'Region' set to 'BOHEMIA TOWNSHIP - 09460'; 'Report' with 'Election Date' set to '11/5/2013 - NOVEMBER CONSOLIDATED' and radio buttons for 'Ballots Sent And Returned' (selected), 'AV List', and 'Daily AV'; 'Precincts' with a list of precincts '00001' and '00002'; and a 'Generate Report' button. A 'File Download' dialog box is open, asking 'Do you want to open or save this file?' with options 'Open', 'Save', and 'Cancel'.

The Ballots Sent and Returned Summary will open in a .pdf file. From this screen you can choose to print or save the file.

The screenshot shows the Adobe Acrobat PDF viewer displaying the 'Ballots Sent And Returned Summary' report for '11/6/2012 - State General' in 'PawPaw Township (63000)'. The report includes a table with columns for Precinct, AV Ballots Issued, Returned On Time / %, Returned Late / %, Overseas Civilian Ballots Issued, Returned On Time / %, Returned Late / %, Military Ballots Issued, Returned On Time / %, Returned Late / %, Federal Write In Received, and Received Late / %.

Precinct	AV Ballots Issued	Returned On Time / %	Returned Late / %	Overseas Civilian Ballots			Military Ballots			Federal Write In Ballots	
				Issued	Returned On Time / %	Returned Late / %	Issued	Returned On Time / %	Returned Late / %	Received	Received Late / %
00001	4	2 - 50%	2 - 50%	0	0	0	1	1 - 100%	0	0	0
00002	1	1 - 100%	0	0	0	0	1	1 - 100%	0	0	0
Totals:	5	3 - 60%	2 - 40%	0	0	0	2	2 - 100%	0	0	0



## AV List Report

The EMP allows users to create a report to be used in the precinct or AVCB as the AV List.

**Michigan.gov Home** | **SOS Home** | **Site Map** | **FAQ** | **Online Services** | **Forms** | **Contact SOS**

**Voter Search**  
**Permanent AV Search**  
**Street Index Search**  
**Statistics and Reports**  
**E-Pollbook**  
**Clerk/Polling Location Verification**  
**Election Data Exchange**

**Elections Management Portal** Welcome, VAI

**Default Region**  
 Region Type: MY JURISDICTION Region: BOHEMIA TOWNSHIP

**Region**  
 Region Type: MY JURISDICTION Region: BOHEMIA TOWNSHIP - 09460

**Report**  
 Election Date: 11/5/2013 - NOVEMBER CONSOLIDATED  
☐ Ballots Sent And Returned ☒ AV List ☐ Daily AV

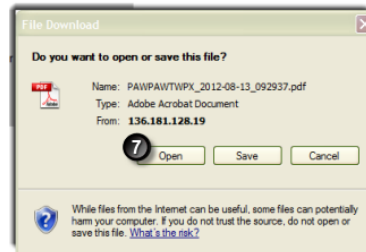
**Precincts**  
 Precincts: 00001, 00002  
 Select: All, None

**Sort Options**  
☒ By Precinct And Last Name  
☐ By Precinct And Ballot Number  
☐ By Last Name  
☐ By Ballot Number

**Generate Report**

To generate the AV List report:

1. Click Statistics and Reports
2. Select the Region Type (if necessary)
3. Select the Election Date
4. Select AV List
5. Select Sort Options
6. Click Generate Report
7. Click Open



The AV List report will open in a .pdf file. From this screen you can choose to print or save the file.

Report[1].pdf - Adobe Acrobat

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Secure Sign Forms Comment

OK

70.1%

Find

6/17/2012

**AV List For Paw Paw Township (63000)**

**11/6/2012 - State General**

Voter #	Ballot #	Spoiled #	Voter Name / Mailed To Address	Date App Received	Date Ballot Mailed/Issued	Date Ballot Returned	Rejected
1	00000001		Mcqvf, Barbara Blise 675 Hazen St B-102, Paw Paw MI 48079	9/30/2012	9/30/2012		
2	00000002		Mcqvf, Caitlin Lindsey 619 Paw Paw St, Paw Paw MI 48079	10/1/2012	10/1/2012	10/14/2012	
3	00000003		Mcqvf, Faith Lynn 205 Miller Ct Apt 204, Paw Paw MI 48079	9/30/2012	9/30/2012		
4	ET000001		Mcqvf, Daniel Graham 40853 County Road 358, Paw Paw MI 48079	9/20/2012	9/22/2012	10/5/2012	
5	ET000002		Mcqvf, George Andrew 608 Hazen St, Paw Paw MI 48079	9/22/2012	9/22/2012	10/15/2012	
<b>Totals:</b>				<b>Apps Received</b>	<b>Ballots Mailed/Issued</b>	<b>Ballots Returned</b>	<b>Rejected</b>
Voters 5				5	5	3	0
<b>Grand Totals:</b>				<b>Apps Received</b>	<b>Ballots Mailed/Issued</b>	<b>Ballots Returned</b>	<b>Rejected</b>
Voters 5				5	5	3	0

## Daily AV Report

The EMP allows users to create a Daily AV report to track daily absent voter activity.

**Elections Management Portal**

Welcome, VANDERROESTV | Cloned a  
Inbox: 162

**Default Region**

Region Type: MY JURISDICTION Region: BOHEMIA TOWNSHIP - 09460

**Region**

Region Type: MY JURISDICTION Region: BOHEMIA TOWNSHIP - 09460

**Report**

Election Date: 11/5/2013 - NOVEMBER CONSOLIDATED

☐ Ballots Sent And Returned ☐ AV List ☒ Daily AV

**Precincts**

Precincts: 00001, 00002

**Generate Report**

**Report Options**

**Applications**

☒ Sent ☒ Received

**Ballots**

☒ Sent ☒ Received

**Date Range**

Between: 10/08/2013 And: 10/08/2013

**Report Style**

☒ Listing ☐ Labels

**File Download**

Do you want to open or save this file?

Name: Report.pdf  
 Type: Adobe Acrobat Document, 2.89KB  
 From: 136.181.128.19

☒ Open ☐ Save ☐ Cancel

### To generate the Daily AV List report:

1. Click Statistics and Reports
2. Select the Region Type (if necessary)
3. Select the Election Date
4. Select Daily AV
5. Select Report Options
6. Click Generate Report
7. Click Open

The Daily AV report will open in a .pdf file. From this screen you can choose to print or save the file.

Report[2].pdf - Adobe Acrobat

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Secure Sign Forms Comment

70.1%

8/13/2012

### Daily AV Report

11/6/2012 - State General

Precinct	Counting Board	Name	Address	Applications		Ballots	
				Sent	Returned	Sent	Returned
00001		George Andrew Moqvif	608 Hazen St, Paw Paw MI 49079	Y	Y	Y	Y
00001		Caitlin Lindsey Moqvif	619 Paw Paw St, Paw Paw MI 49079	Y	Y	Y	Y
00002		Daniel Graham Moqvif	40853 County Road 358, Paw Paw MI 49079	N	Y	Y	Y
00001		Faith Lynn Moqvif	205 Miller Ct Apt 204, Paw Paw MI 49079	Y	Y	Y	N
00001		Barbara Blise Moqvif	675 Hazen St B-102, Paw Paw MI 49079	Y	Y	Y	N
Total				4	5	5	3

## E-Pollbook

The EMP allows non-QVF users to export the Electronic Pollbook (EPB) software and upload EPB voter history via an internet connection. Refer to the [Electronic Pollbook User Manual](#) for complete instructions on how to operate and maintain the EPB software.

### Necessary non-EMP steps to be taken prior to EPB download

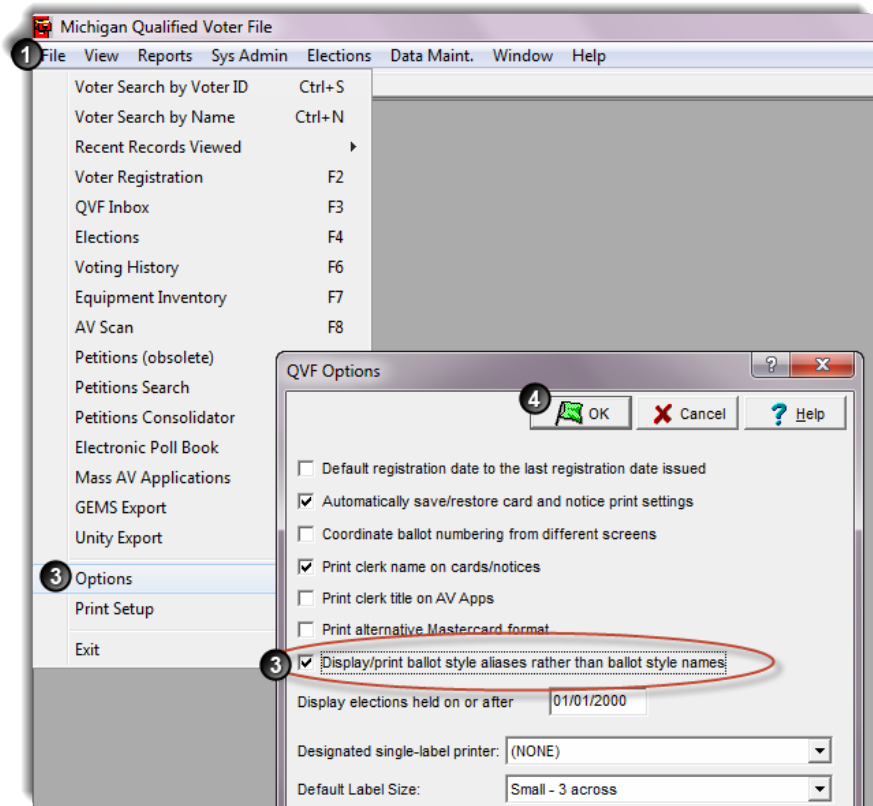
Because AV ballot information is entered into QVF or the EMP, it is recommended that downloading of the EPB software occur after the 4 p.m. AV ballot issuance deadline on the Monday before the election. If this is not possible, a supplemental list of absent voter ballots issued after the EPB download must be supplied to the precinct(s). This will require election inspectors to check that list for each voter. There is not a way to add absent voter information electronically after the EPB download. Practicing the following steps prior to election day is recommended.

### Reviewing QVF Options

Prior to download, ensure Global Geography settings have been previously set in QVF by your County Clerk ([see Chapter 3 of the QVF Manual](#)), especially if using combined precincts or split precincts with more than one ballot style. To ensure the names of ballot styles setup in Global Geography are listed in the EPB software, set **Options** in QVF to show ballot style aliases.

To set ballot style aliases, login to QVF and:

1. Click File
2. Click Options
3. Select "Print ballot style aliases rather than ballot style names" by clicking the box
4. Click OK



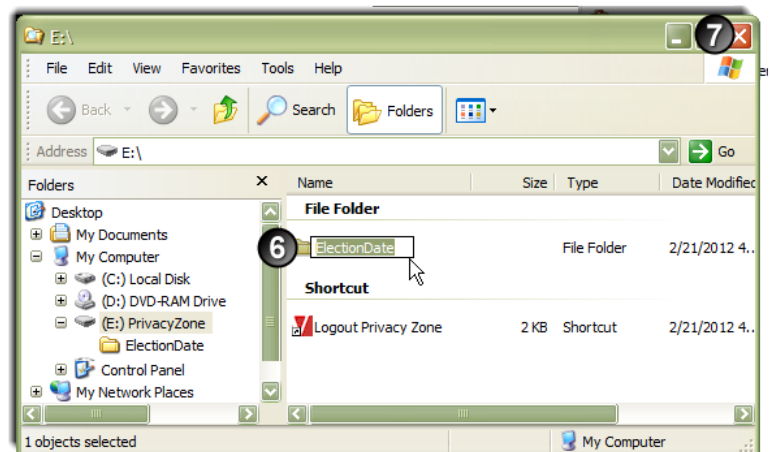
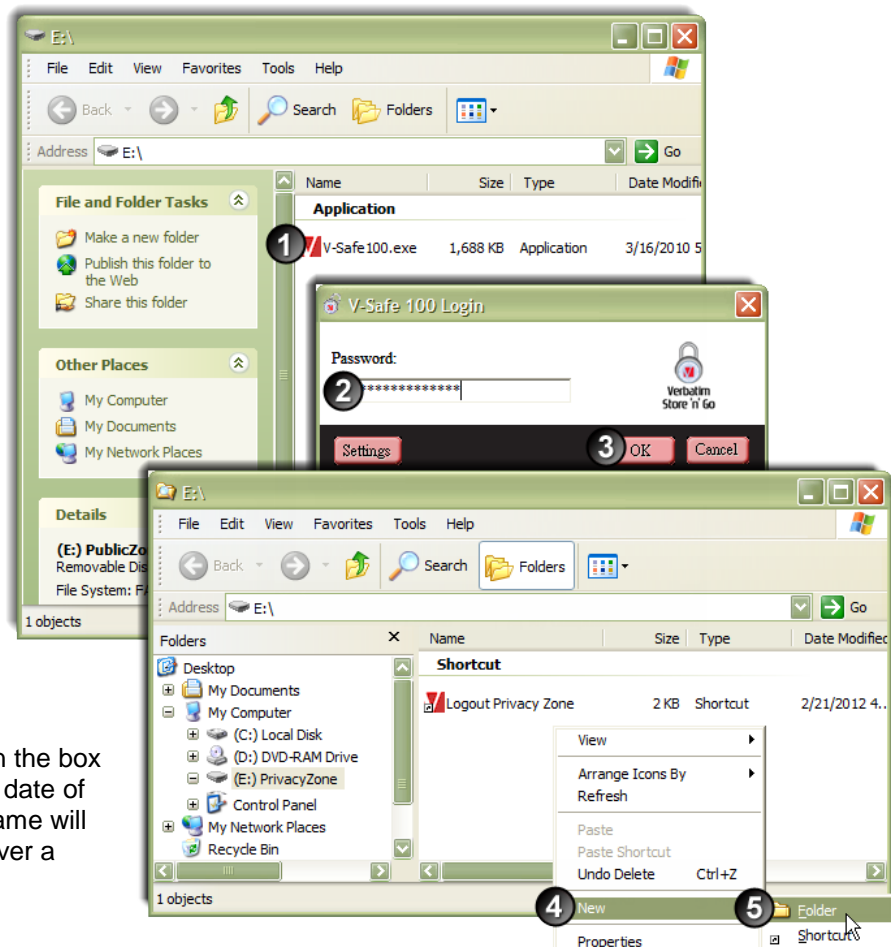
## Downloading the EPB Software from EMP

### Logging in to the Privacy Zone and creating a folder

Every time the flash drive is unplugged from a computer, the flash drive will be logged out of the Privacy Zone for security reasons. The Privacy Zone of the encrypted flash drive must be open during this process. **Note:** Please review the complete [Electronic Pollbook User Manual](#) for more information on the Privacy Zone.

To login to the Privacy Zone, insert the encrypted flash drive into a USB port and:

1. Double click V-Safe100.exe
2. Enter strong password
3. Click OK
4. Right click anywhere in the window and select New.
5. Click Folder
6. Name the folder by typing in the box and hitting Enter. Using the date of the election for the folder name will identify the files if there is ever a question in the future.
7. Click on the red X to close the window



## Open EMP and create EPB software

The EMP web application creates the EPB software, essentially taking the voter registration data in QVF and putting it in an easy to use format for election inspectors to use on a laptop.

To create the EPB software, login to the EMP and:

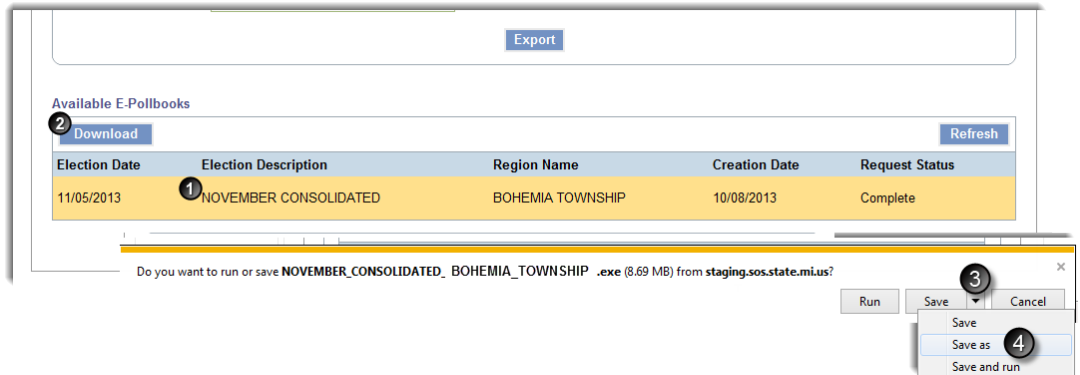
1. Click E-Pollbook
2. Select the Region Type & Name (your jurisdiction information is defaulted; the region type should be changed if you are conducting an election for a district that crosses over to another jurisdiction, e.g. school or library district)
3. Choose the Election Date
4. Select the Precinct Type. Combined Precinct should be selected if using combined precincts. Note: combined precincts must be setup by the County in the QVF Global Geography module ([see Chapter 3 of the QVF Manual](#)), prior to this download.
5. Enter a Strong Password – *A strong password contains at least eight upper and lower case characters with at least one number or symbol*
6. Click Export

Once Export has been selected, the EMP sends a message to QVF to create your jurisdiction's EPB file. This process could be as quick as a minute or up to an hour depending on how many requests are being processed at the same time. The system will send you confirmation that your download is ready to your merit email account or you may occasionally refresh the screen by clicking the Refresh button.

Election Date	Election Description	Region Name	Creation Date	Request Status
11/05/2013	NOVEMBER CONSOLIDATED	BOHEMIA TOWNSHIP	10/08/2013	Complete

Once the download is available:

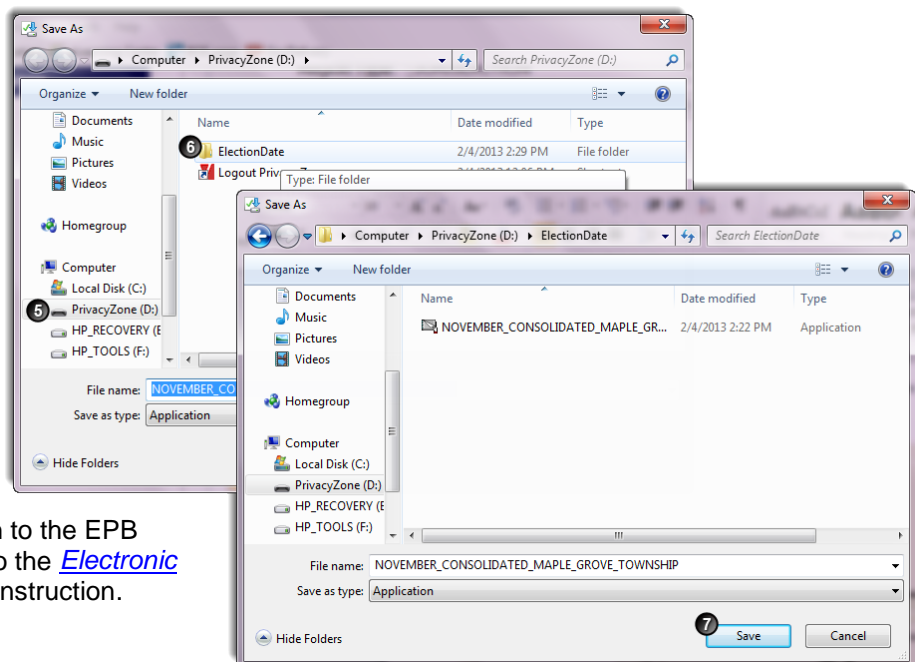
1. Select the Election Date
2. Click Download
3. Click the arrow next to Save
4. Select Save as



5. Make sure the Privacy Zone is selected

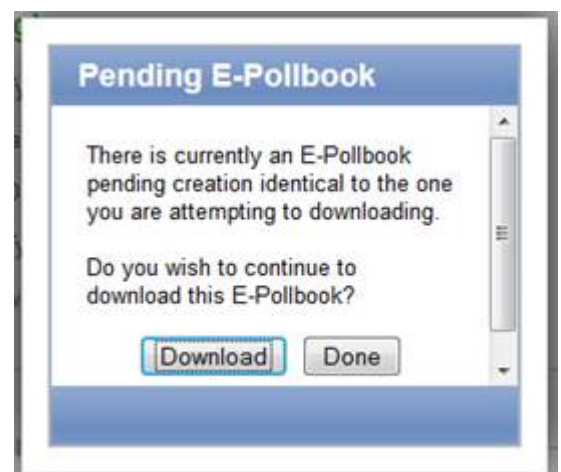
6. Double click the [ElectionDate] folder

7. Click Save



The EPB Software has now been saved and may be taken to the EPB laptop for installation. Refer to the [Electronic Pollbook User Manual](#) for full instruction.

If you attempt to submit a duplicate request for the same election, the message to the right will be displayed. If you wish to override the first file you requested, simply click Download. If you requested a new download mistakenly, simply click Done.

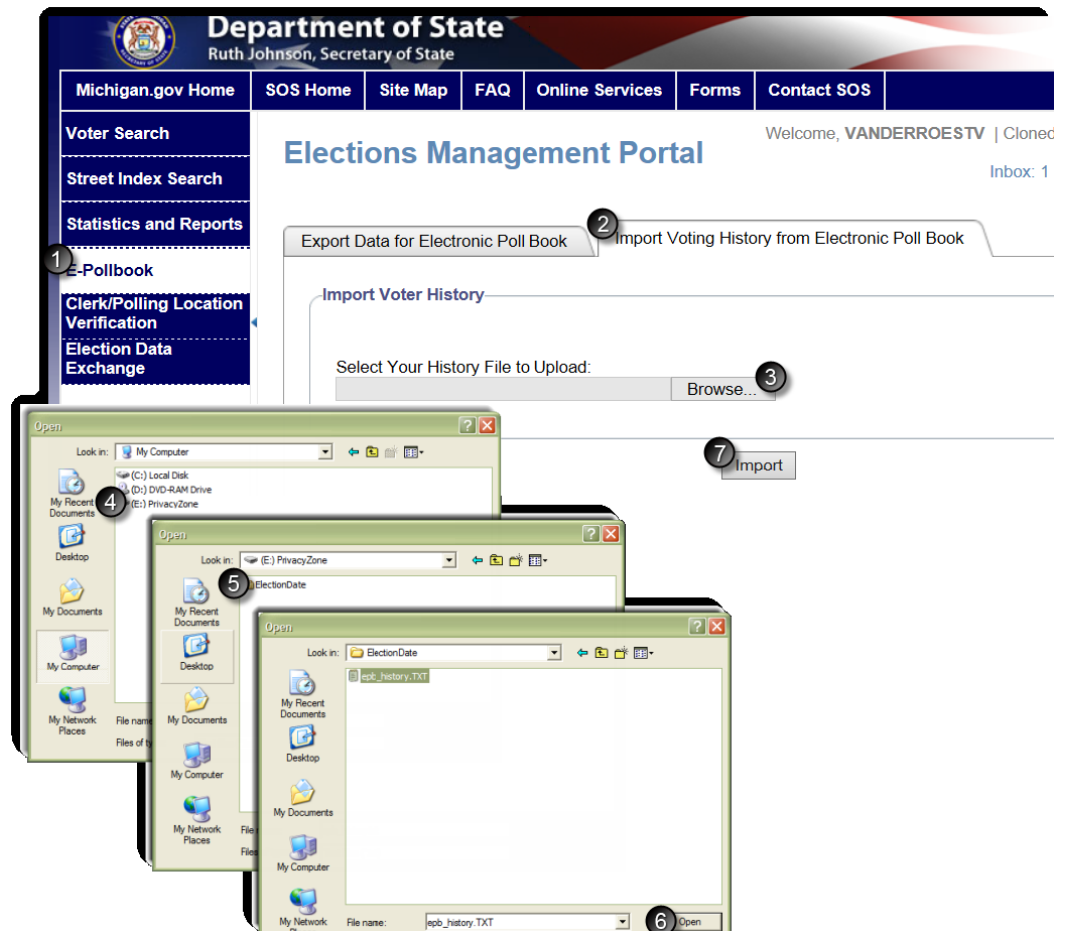


## Importing the EPB Voter History File

Within seven days of the certification of the election, voter history must be uploaded into the EMP or QVF. To enter Voter History via the EMP, login to EMP, insert the encrypted flash drive into a USB port and login to the Privacy Zone.

In EMP:

1. Click E-Pollbook
2. Select the Import Voting History tab
3. Click Browse
4. Select the Privacy Zone by double clicking
5. Double click the ElectionDate folder
6. Click Open
7. Click Import



When Voter History is complete, the screen will show the Total Records Processed. This number relates to the number of voters that voted in that election and precinct.



**NOTE:** Voters added to the **Unlisted** tab or voters that were issued a **Provisional-Envelope** ballot will not automatically update. If those voters' ballots were processed, they must be added to QVF and updated using the old Precinct List method (File – Voting History in QVF). Please work with your County Clerk to complete this process as necessary.



## Street Index Search

The EMP may be used to look up QVF street index information. This information could help locate which Clerk to forward a voter registration form that does not fall within your jurisdiction or help a voter locate their local Clerk.

### To perform a Street Index Search:

1. Click Street Index Search
2. Select the Search Criteria
3. Click Search
4. View the results

**Elections Management Portal** Welcome, PAWPAWTPX  
 Inbox: 71 | My Profile | Sign Out

**Search Criteria**

County: VAN BUREN - 80  
 Jurisdiction: PAW PAW TOWNSHIP - 63000  
 Street Name: hazen  
 Zip:

**Search**

Street	Jurisdiction	Numbers	Zip	County
HAZEN ST	PAW PAW TOWNSHIP	113-741 O	49079	VAN BUREN
HAZEN ST	PAW PAW TOWNSHIP	200-718 E	49079	VAN BUREN
HAZEN ST	PAW PAW TOWNSHIP	743-52499 O	49079	VAN BUREN
HAZEN ST	PAW PAW TOWNSHIP	744-52500 E	49079	VAN BUREN

Michigan.gov Home | SOS Home | Site Map | FAQ | Online Services | Forms | Contact SOS | State Web Sites  
 Privacy Policy | Link Policy | Accessibility Policy | Security Policy | Michigan News | Michigan.gov Survey

## Viewing QVF Inbox Transactions

The EMP allows users to view their QVF Inbox transactions.

### To view QVF Inbox transactions:

1. Click Inbox
2. Select the triangle next to the voters name to view Inbox Detail for a voter

**Elections Management Portal** Welcome, VANDERROESTV | Cloned as: FVSULKANENE09460  
 Exit Cloning  
 1 Inbox: 162 | My Profile | Sign Out

**All** Show 25

Full Name	DLN	Action	Action Date
MCQVF, JEAN LEE	M345678901234	NAME CHANGE	9/25/2013
MCQVF, JOHNATHON MICHAEL		NAME CHANGE	9/25/2013
MCQVF, DEAN MATTHEW	M864224687896	NAME CHANGE	9/25/2013
2 MCQVF, DEAN MATTHEW	L260744887993	CHANGED ADDRESS TO	3/27/2008

**Action Data: CHANGED ADDRESS TO - 3500 E COURTNEY LAKE RD MASS CITY MI 49948 (BOHEMIA TOWNSHIP)**

Voter ID: 8624271  
 Reg Date: 7/12/1977  
 Gender: M  
 MVIP: N

Address 1: 3500 E COURTNEY LAKE RD  
 Address 2: MASS CITY MI 49948  
 County: ONTONAGON  
 Jurisdiction: BOHEMIA TOWNSHIP

## Changing Password

The QVF Help Desk assigns the EMP username and password. If you do not know your password or your account has become inactive, contact the QVF Help Desk at 1-800-310-5697 for assistance.

**To change the password assigned:**

1. Click My Profile
2. Enter the Old Password and the New Password in both the New Password and the Verify New Password fields
3. Click Submit

The screenshot shows the 'Elections Management Portal' interface. At the top right, it says 'Welcome, PAWPAWTWPX' and 'Inbox: 7' with links for 'My Profile' and 'Sign Out'. Below this are two tabs: 'Change Password' (selected) and 'Replication Information'. The 'Change Password' section is titled 'Change Password for PAWPAWTWPX'. It contains three input fields: 'Old Password:', 'New Password:', and 'Verify New Password:'. A 'Submit' button is located at the bottom right of the form area. Numbered callouts 1, 2, and 3 are placed over the 'My Profile' link, the 'Change Password' title, and the 'Submit' button respectively, corresponding to the steps in the list above.

## Glossary

**Dymo Label Printer** – A printer designed to print labels. This printer is not required to use EMP but as in QVF the EMP is programmed to accommodate the printer if a jurisdiction has one connected to the EMP computer.

**FPCA – Federal Post Card Application** – An application available at [www.fvap.gov](http://www.fvap.gov) for Military and Overseas Voters to use to register to vote and/or request an absentee ballot. See the [Military and Overseas Voters Manual](#) for full details.

**Permanent Absent Voter List** – A list voters may request to be placed on to automatically receive absentee ballot applications for every election. See the [Clerk Accreditation Manual](#) for full details.

**Region Type** – A jurisdiction, county, or a generic (or unspecified) grouping of districts, other than counties or jurisdictions that conduct elections. Examples would be "School Districts," "Villages," "Community Colleges" etc.

**Street Index** – The listing of streets in QVF that identify a jurisdictions district boundaries.